

DEPARTMENT OF TRANSPORTATION
Bureau of Maintenance & Operations
Direct Hire
JOB OPPORTUNITY

REGION: Mid Coast Region
LOCATION: China/Montville
CREW: 71219
POSITION #: 02590-0053

DATE POSTED: January 28, 2016
DATE CLOSED: February 10, 2016
BULLETIN NO.: MC-03-16
POSITION TYPE: Permanent Full-Time

JOB CLASSIFICATION: Transportation Crew Supervisor (9909)

SALARY RANGE: (17-21) \$18.46 to \$25.14 per hour

Value of State-paid Dental Insurance

\$370.98 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 15.3 % of pay.

JOB DESCRIPTION: This is maintenance and personal services work of a supervisory nature in overseeing a crew engaged in highway, bridge, and heavy equipment maintenance and repair work. Responsibilities include planning, assigning, supervising, and inspecting a variety of maintenance projects; keeping administrative records and developing budgets and reports; and monitoring materials and supplies and use of proper safety precautions. Work is performed under limited supervision.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRE, INCLUDE BUT ARE NOT LIMITED TO: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations)

- Knowledge of materials, methods, and equipment used in highway. Bridge, and/or related maintenance work.
- Knowledge of basic desktop applications.
- Knowledge of occupational hazards and safety precautions associated with highway, bridge and equipment maintenance work.
- Knowledge of departmental practices and procedures.
- Knowledge of budget preparation, purchasing procedures, and supervisor practices and procedures.
- Knowledge of the use, care, upkeep, and repair of equipment, materials and structures used on maintenance and construction projects
- Knowledge of applicable laws, rules, and regulations (including, but not limited to
- Knowledge of applicable safety regulations and requirements.
- Knowledge of applicable environmental protection requirements.
- Ability to interpret basic blueprints.
- Ability to supervise subordinates.
- Ability to exercise good judgment.
- Ability to maintain records and make necessary reports.
- Ability to instruct subordinates in the use of highway maintenance equipment.

MINIMUM QUALIFICATIONS: (Entry level knowledge, skills, and/or abilities may be acquired through, **BUT ARE NOT LIMITED TO** the following coursework/training and/or experience):

- A four (4) year combination of training, experience, and education in highway, bridge, and equipment repair and maintenance and/or construction including at least one (1) year of lead worker experience.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: (These must be met by all employees prior to attaining permanent status in this class).

- Valid Class C with the ability to obtain a Class A CDL and completion of the 30 hour OSHA Safety Course in construction (20 CFR part 1926)
- Consideration will be given to travel distance and the ability to respond to emergencies in an acceptable amount of time.
- All licensing/registration/certification requirements must be met prior to attaining permanent status in this class.
- Must provide and wear safety boots while in work statuses which meet the ANSI standard and which are at least six (6) inches in height.

APPLICATION PROCESS: Qualified candidates must forward as completed Direct Hire Application, **Transportation Crew Supervisor Supplemental**, **Cover Letter**, and **Resume** IN A SEALED ENVELOPE to: Maine Department of Transportation, Attn: **Melissa Labbe**, 66 Industrial Drive, 98 State House Station, Augusta, Maine 04333-0098, Tel: 624-8201, no later than 4:30 p.m. on the closing date listed above. The Direct Hire Application, Transportation Crew Supplemental Form, and additional information concerning this posting can be found at <http://www.maine.gov/mdot/>.

PLEASE LIST BULLETIN NUMBER ON THE DIRECT HIRE APPLICATION

MDOT is an equal opportunity/affirmative action employer